## **Sales Tax (Trade Name Registration Change)**

Where is a trade name registered?

The Colorado Department of Revenue does not process the registration of trade names for individuals, partnerships or associations.

In accordance with state law, the Colorado Secretary of State's office handles all trade name registrations including trade name renewals. The Secretary of State's office continues to process the trade name information for corporations, LLCs and limited partnerships.

**IMPORTANT:** The CR 0100 is not used to register Trade Names for sole proprietors and general partnerships. If you are setting up a business sales tax or wage withholding account and need to register a Trade Name, you must use the <u>Trade Name Registration (DR 0592)</u> to set up the name. Sales and wage withholding accounts continue to be set up with the CR 0100 so you must submit that form to open those accounts.

Certain forms, such as the <u>CR 0100</u> Colorado Business Registration, have fields in which applicable trade name information should be entered.

- Proceed to the CR 0100
- Form DR 0592
- Go to the Secretary of State